



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## SECTION CHIEF TAX LITIGATION

### Summary

Supervises attorneys, paralegal staff, and legal interns. Provides legal representation on behalf of state government agencies (e.g. the Department of Revenue, the Department of Local Government Finance) in court proceedings involving complex tax issues, represents counties regarding property tax appeals before the Indiana Tax Court.

### Essential Duties and Responsibilities include the following (other duties may be assigned)

- Effectively and diligently oversees and reviews the case loads and work product of attorneys, support staff, and legal interns/externs.
- Troubleshoots when attorneys are dealing with difficult opposing counsel or difficult courts, run into discovery or other logistical problems, or are confronted with specialized legal issues that require more in-depth strategizing and research.
- Fairly apportions cases among the attorneys based on existing case loads and difficulty of the legal issue presented in the cases.
- Manages a case tracking system for all settlements and settlement amounts, and provide quarterly reports on the same.
- Carries an active reduced case load, ensuring that the most important and high profile cases have top-notch legal attention.
- Researches and writes motions and briefs on complicated tax matters in a clear and concise manner, including Supreme Court briefs.
- Actively intervenes in particularly sensitive cases that need delicate handling in order to maintain cooperative interagency relationships.
- Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to tax cases.
- Maintains calendar and reports.
- Courtroom litigation. Appears in the Indiana Tax Court, as well as in county and appellate courts, conducting evidentiary hearings and trials, and making well-researched, organized, and effective presentations in complex tax cases.
- Conducts discovery.
- Settles cases.
- Interact with and advises clients using excellent communication skills.
- Answers to Chief Counsel of the Revenue Division.

### Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* – Synthesizes complex or diverse information; collects and researches data.
- *Problem Solving* – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- *Case Management* – Effectively develops legal strategies and case outlines; coordinate and manage caseload of 30–50 cases; implement case outline and strategies to successful and timely resolution.
- *Technical Skills* – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- *Client Service* – Maintains an objective of service to assigned state agencies. Responds promptly to client/agency's needs; solicits client/agency's feedback to improve service; responds to requests for service and assistance; meets commitments.
- *Interpersonal* – Focuses on solving conflict. Maintains confidentiality.
- *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- *Team Work* – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- *Written Communication* – Writes clearly and informatively; presents legal arguments and supporting factual basis effectively; able to read and interpret written information.
- *Quality Management* – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Ethics* – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- *Organizational Support* – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- *Judgment* – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- *Professionalism* – Approaches others in tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- *Quantity* – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Experience* - Minimum of two (2) years of Indiana tax litigation and proficiency in Indiana tax law preferred.
- *Language Ability* - Ability to read, analyze and interpret the most complex legal pleadings and documents. Ability to present oral argument and evidence in court with innovative technique and style. Ability to make effective and persuasive presentations on controversial or complex topics to top management. Ability to respond effectively to most sensitive inquiries or complaints.
- *Math Ability* - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply tax laws to client cases.
- *Certificates and Licenses* - Licensed to practice law in the State of Indiana.